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ABSTRACT

Designed to answer basic questions and to assist the Utah public library trustee in the performance of his duties, this handbook's brief, informative sections cover efficiency guidelines, policies and procedures, standards, money, personnel services, travel costs, operations, capital outlay, trustee checklist, job description for librarian, alternate job description, outline for a new librarian, Utah State Library services, and Utah's laws for libraries. (JD)

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# UTAH PUBLIC LIBRARY TRUSTEE HANDBOOK

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# UTAH PUBLIC LIBRARY TRUSTEE HANDBOOK

## Overview

You have just been appointed to the Library Board. What does that mean? Why have a Library Board? What am I supposed to do? Is this an honorary position or am I supposed to work? I know I don't get any pay and I am concerned with how much time it will take. Who is my boss? How much authority does the Board have? They call me a Trustee, but a Trustee of what and for whom?

To answer some of these questions and to help the Trustee perform his duties better is the purpose of this handbook.

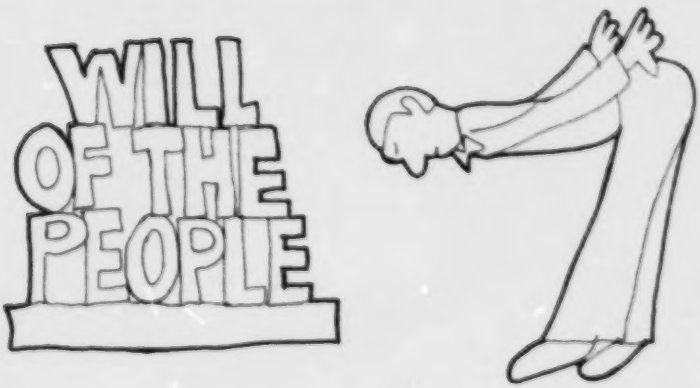
Trusteeship by definition is a person or persons designated to act as governors or protectors over property belonging to another. Since a public library belongs to its entire community, library boards have been created by law to act as citizen control or governing body of the library. Library trustees accordingly are public officials and servants of the public, and the powers delegated to library boards are a public trust.

Trustees receive their authority from the laws of the state (Utah Code Annotated, Title 37, Chapters 2 & 3, a copy of which is given in this handbook). These statutes are the guides, limits, and regulations for libraries established by the people of Utah through their legislature. All city and county governments must operate within the limits of these laws. City and county governing bodies are authorized to establish library boards, and to set mill levies and collect taxes.

Upon being appointed as a trustee you automatically assume all responsibilities and powers given to the library board. A board cannot act beyond the limits of its authority. Public service positions, whether elected, appointed, or hired are positions of public trust, and as such are ultimately responsible to the people. Trustees should answer

to the people by giving them the best library programs and services possible, and by establishing good policies and procedures controlling the functions of the library.

As a library board but not as a trustee you have the powers of an executor which entitles the board to hire and retain a competent and qualified librarian. The board has the power-of-attorney to act in behalf of the people concerning their library and all materials and programs found therein. The librarian and the individual trustee submit personal opinions, ideas for new programs, suggestions for improved service, and facts and statistics as they interpret them, but the final decision, the final policy, is binding by a majority vote of the board. All personal opinions, no matter how strong, must bow to the majority vote and in this way harmony, cooperation and success will prevail. All policies, procedures, programs, and services must reflect the needs, the desires, and the will of the people, as it is for this purpose the board exists. Programs and services should be implemented for all groups.



## Efficiency Guidelines

These are guidelines to help your board operate more efficiently.

1. Meet regularly.
2. Plan your time, use an agenda, do your homework, present facts, and come prepared.
3. Make major decisions as a group. Although library boards may have committees, no major decision should be made by them.
4. Take minutes; keep clear precise records of each meeting, noting specifically any major decision of the board, and read and approve these minutes at the next meeting.
5. Always involve the librarian. Experience has shown that the librarian is a valuable advisor to the board. As the administrator of the library, the librarian is best qualified to offer technical advise and statistical facts to guide the board.
6. All board meetings must be open to the public. Keep public representatives and the general public informed.
7. Allow for public criticism and suggestion, invite the public to comment on library performance and standards.

## Policies and Procedures

Policy determines the pulse of a community's library service--availability of library service, terms of staff employment and the objectives of the library's program. Policy is the responsibility of the library board, and except for the employment of a librarian, no other duty of the trustee is more important to the library and its welfare. Policy should be determined on:

1. Hours open; hours of staff duty; holidays. Efforts should be made to have the library open as long as possible. A closed library

is a dead library as far as the community is concerned. Personnel policies should be as generous as the library's financial resources will permit. A library board, like other employers, will get what it pays for, and cut-rate salaries offer no inducement to good librarians and staff members.

2. Vacation and sick leave for librarian and staff.
3. Salary schedule; personnel classification chart; retirement provisions.
4. Type and quality of books and other library materials to be added to the library collection. Book selection has come to be a vital area in today's world of controversial ideas. Board members should make an honest appraisal of the question of intellectual freedom versus censorship before adopting their policy, but once made it should be adhered to, and full support given to the librarian in carrying out their policy.
5. Charges for lost books; fines on over due books.
6. Services to schools; to specialized groups.
7. Special services to nonresident borrowers, use of meeting hall, etc.
8. Acceptance of gifts and memorials. The library policy on acceptance of gifts should give the librarian a free hand in their disposition, so that precious space and staff time should not be given to unwelcome additions.
9. Public relations and publicity.
0. Payment of expenses for trustees and staff to attend library conferences, workshops, and professional meetings.
1. Payment of state and national association dues for board members and for the library. This policy should be as liberal as the financial situation of the library will allow. It is only by both staff and trustees taking advantage of the experience of others that the best service can be given.

## Standards

Several factors should be considered when adopting standards for your library. The size of your library is a definite factor, and the type of people and the area in which they live is another. Community norms and feelings should be considered in establishing standards for the library. Conduct and atmosphere of the library are essentially your decision, based on your knowledge of the people you serve. You also need to know how your library compares with others, with the average, or with the minimum standards as established by the American Library Association. If your circulation is high (but what is high or low?), your patron usage is consistent and strong (how many patrons constitute strong usage?), and most comments from patrons are complimentary or praising, you may assume your library is doing well. If you're not sure just where your library stands or it's obvious that your library is below par, then you need a guide to help you set your goals and a standard by which to measure your library. The State Library's annual report will help you measure, to some degree, your performance as compared to other similar libraries throughout the state. You should receive that report automatically each year. As to the size of the library, the number and type of books and periodicals it should have, the type and volume of services it should give, and the size and type of staff for best service, the American Library Association minimum standards, modified to your area and people, would be your best guide.

## Money

Money to support the library comes almost completely from taxes levied by the cities or counties. By law they may levy up to 3.75 mills for libraries, in addition to the regular mill levy. Money which is collected from this library levy is put in a special fund which is to be used only for library purposes.

If your governmental body is not using the special levy at this time, it should be part of your responsibility as a library board to show the need of the library for the funds which this levy would generate. Because it is set aside for library needs it is a more dependable source of income than appropriations from the general fund, which are subject to the strains of various emergencies which always seem to arise.

Many libraries, with the encouragement of library boards, have Friends of the Library organizations. These groups can be of great assistance in carrying out special projects, helping with publicity, and procuring gifts from individuals and organizations for the library.

Cities operate on a fiscal year basis, beginning July 1 of each year and counties operate on a calendar year. All agencies are required to submit budgets well before those dates that the governing body may approve them and set the levies.

The budget should be prepared by the librarian and then approved by the board. The board should be ready to defend the budget in any hearings that are held and therefore should work closely with the librarian to determine the needs of the library. When the needs have been determined, the board is responsible to try to obtain adequate funding.

Items which should be covered in the budget are:

Personnel Services. Check to see if present salaries reflect cost of living or merit increases. Is there a need to increase staff size and has allowance been made for that salary? Have you included funds for social security and retirement funds. Money should be allowed for library and trustee membership in professional organizations.
Travel Costs. Provision should be made to pay expenses of staff and trustees to attend professional conventions and workshops. This money is well-spent

because of the great returns which accrue to the library from such experiences. Provision should be made also for substitute help when the regular staff is engaged in these educational experiences.

Operations. This will include expenditures for books, periodicals, library supplies, custodial supplies, maintenance (heat, light, phone, etc.), insurance and other expenses of keeping the library operating.

Capital Outlay. This will include shelving, desks, typewriters, furniture and similar expenses. Is it time for a new library building? That will require a lot of planning, and the time to start is now. Does the roof leak or is the furnace balky? Include cost for repairs in your budget. Perhaps the librarian has recommended installing carpeting to improve the atmosphere of the library.

Be sure the budget is an accurate picture of the needs of the library, then have the figures to support and defend it.

## Trustee Check List

YOU ARE Responsible For

1. Hiring the Librarian (Director).

2. Establishing policies & procedures for the library and librarian.

3. Approving the budget submitted by the librarian.

4. Getting or increasing the funds for library operations and staff salaries.

5. Defending the library and/or librarian when any issue arises concerning policies and procedures established by the board.

6. Approving any capital outlay or major expenditure of the library.

7. Approving any increase in the number of library employees.

8. Approving remodeling or new building plans and expenditures.

9. Approving lease or rental contracts.

10. Approving director (head librarian) travel requests not already included in the budget.

11. Approving new programs or services which would require purchasing new equipment or hiring extra employees.

NOT Responsible For

1. Mill levies on taxable public properties.

2. Collecting taxes of any type.

3. Administration of the library.

4. Giving any personnel for library operations except the director (head librarian).

5. Daily library operations.

## Job Description

If you're looking for a librarian we hope the following job description and alternate job description will help.

### You Might Consider

1. An MLS degree from an ALA accredited library school.
2. High moral personal standards.
3. Neat appearance.
4. Some experience as a supervisor or administrator in the library profession.
5. An ability to work with people.
6. An attitude which is friendly, helpful, and cooperative.
7. An ability to manage money.
8. A willingness to work with established policies.
9. A capability to recognize inadequate or offensive policies and enough tactfulness to recommend their removal or any necessary changes.
10. One who is a self starter and can work alone or with others.
11. One who can use programs and develop others to serve the people.
12. A willingness to cooperate with all types of libraries for the betterment of all.

### Alternate Job Description

You may wish to consider at least one of the following.

1. Associate degree (AS) in library technology from an American Library Association accredited library school.
2. BA or BS degree with a major in library science.
3. BA or BS degree with any major field of study, but a minor in library science and two years acceptable service in library work.

4. No degree, but four or more years in library service and self training through correspondence courses, adult education classes, workshops, and training from State Library programs and personnel.
5. And with one of the four above all other personal qualities as explained in the above job description.

## Outline For A New Librarian

So new librarians may know what is expected, and what the future holds for them, a sheet with details and answers to at least some of the following should be given to them.

1. A description of each job in the library, degree of responsibility, educational and other qualifications required, special abilities or skills required, and the salary scale attached to the job.
2. A regular salary scale, giving minimum and maximum salary or wages, amount of increments, period between increments, etc.
3. Provision for provisional appointment with specified length of probation.
4. Comfortable working conditions - adequate heat, light, rest rooms, etc.
5. Vacation with pay.
6. Sick leave with pay.
7. A regular work week with specified number of hours.
8. Regular holidays granted other public employees in community.
9. Work breaks.
10. Social security and fringe benefits available to other public employees-hospitalization, other insurance, pension plans, and workmen's compensation coverage.
11. Tenure-protection against unfair discharge or demotion.
12. Attendance at library meetings - time off with pay and travel expenses.

3. Opportunities for further training with pay, if possible.
4. Resignation - amount of notice required and stipulation that resignation should be in writing.
5. Provision for hiring substitute librarian when needed.
6. Statement on responsibility of librarian for administration of library and responsibility of trustees for making library policy.

## Utah State Library Services

In Utah a library's best friend should be the State Library. The State Library was established in 1957 to promote and develop library service throughout the state, and to give assistance, advice and counsel to all libraries of any type within the state. Starting with a small staff, the State Library has expanded during the years until now it is able to offer many services to the local library. Because many of these services are comparatively recent, some libraries are still unaware of the help they can receive, so they are listed below.

Extension Services:
Bookmobile service to areas of the state not receiving regular library service.
Assistance in preparing displays.
Librarian placement service.
Equipment exchange, where surplus equipment from one library can be brough to the attention of libraries needing equipment.
Consultant service available for:
Children's books, adult books
Trustee orientation
Physical facilities, including planning new buildings, remodeling old buildings and selection of furnishings.
Discarding books that are worn out or have outlived their usefulness.
Workshops.
Consultation in administration.

Reference Services:
Interlibrary loan services in which any library may request any book and an effort will be made to find it in the state, or if necessary, anywhere in the country.
Government documents. The State Library is a limited depository of government documents and has much useful material available.
Audiovisual materials. Many films and filmstrips are available to public libraries for free use.
Computerized information retrieval. This gives quick access to a huge bank of bibliographic data.
Training and consultation in reference work.
General reference service.

Technical Services:

Acquisitions: Any library in the state may order books through the State Library and receive the benefit of their volume discount. Because of the buying power of many libraries working together, the State Library receives maximum discount from vendors and this is passed on to all the libraries.

Cataloging and processing: As books are received at the State Library catalog cards are prepared on the OCLC computer, the books are covered with a plastic cover, a pocket and circulation card prepared, and the book is sent to the library ready to go on the shelf and the catalog cards ready to file. This relieves the librarian of much clerical work and frees them to spend time working with the patrons. This service is free to public libraries.

Complete accounting: Libraries ordering through the State Library receive an itemized invoice with each shipment of books. They also receive periodically a statement of how much money has been spent and how many books are still on order.

Special Services:

Special Services provides service to the blind and physically handicapped throughout the state. Anyone who is unable to use normal print materials is eligible to recieve this service, after certification by qualified persons, which includes librarians. Books are available in Braille, in large print, talking books on records, on tape and on cassettes. Machines are available free to the patron for use of these various media. The books are sent by mail and may be returned to the State Library free of postage. Librarians are encouraged to inform eligible patrons of this service.

Utah Code Annotated

The following is an exact copy of the Utah Code Annotated and revised 1977. Chapters and numbers refer to the code.

CHAPTER 2 -- CITY LIBRARIES

37-2-1. TAX FOR ESTABLISHMENT AND MAINTENANCE OF PUBLIC LIBRARY -- LIBRARY FUND. -- The governing body of cities may establish and maintain public libraries. For this purpose, cities may levy annually a tax not to exceed 3.75 mills on each dollar of assessed valuation on all taxable property within the city. Said tax shall be in addition to all taxes levied by said cities, and shall not be limited by levy limitation imposed on said cities by law. However, if bonds are hereafter issued for purchasing a site, constructing a building, or furnishing the same, then taxes sufficient for the payment of such bonds and the interest thereon may be levied. Such taxes shall be levied and collected in the same manner as other general taxes of the city, and shall constitute a fund to be known as the library fund.

37-2-2. LIBRARY BOARD OF DIRECTORS -- APPOINTMENT -- MEMBERSHIP -- PAYMENT OF EXPENSES. -- When the governing body in any city decides to establish and maintain a public library under the provisions of this act, it shall appoint a library board of directors, chosen from the citizens at large with reference to their fitness for such office. The board of directors shall consist of not less than five members and not more than nine members. Not more than one member of the governing body shall be, at any one time, a member of such board. Directors shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

37-2-3. LIBRARY BOARD OF DIRECTORS -- TERMS -- ELECTION OF OFFICERS -- REMOVAL -- VACANCIES. -- Directors shall be appointed for three year terms, or until their successors are appointed. Initially, appointments shall be made for one, two, and three year terms. Annually thereafter, the governing body shall, before the first day of July of each year, appoint for three year terms directors to take the place of the retiring directors. Directors shall serve not more than two full terms in succession. Following such appointments, the directors shall meet and elect a chairman and such other officers, as they deem necessary, for one year terms. The governing body may remove any director for misconduct or neglect of duty. Vacancies in the board of directors, occasioned by removals, resignations, or otherwise, shall be filled for the unexpired term in the same manner as original appointments.

37-2-4. LIBRARY FUND -- DEPOSITS AND DISBURSEMENTS -- GENERAL POWERS AND AUTHORITY OF BOARD. -- The library board directors may with the approval of the governing body have control of the expenditure of the library fund, of construction, lease or sale of library buildings and land, and of the operation and care of the library. All tax moneys received for such library shall be deposited in the city treasury to the credit of the library fund, and shall not be used for any purpose except that of the city library. Said fund shall be drawn upon by the authorized officers of the city, upon presentation of the properly authenticated vouchers of the library board. All moneys collected by the library shall be deposited to the credit of the library fund. The board may with the approval of the governing body purchase, lease or sell land, and purchase, lease, erect or sell building for the benefit of the library. The board shall be responsible for the maintenance and care of the library and shall establish policies for its operation, and, in general, carry out the spirit and intent of the provisions of this chapter.

37-2-5. RULES AND REGULATIONS -- USE OF LIBRARY TO BE FREE SUBJECT TO RULES. -- The library board of directors shall make and adopt rules and regulations, not inconsistent with law for the governing of the library. Every library established under the provisions of this chapter shall be free to the use of the inhabitants of the city where located, subject to the rules and regulations adopted by the board. The board may exclude from the use of the library any and all persons who shall willfully violate such rules. The board may extend the privileges and use of the library to persons residing outside of said city upon such terms and conditions as it may prescribe by its regulations.

37-2-6. ANNUAL REPORTS TO GOVERNING BODY AND UTAH STATE LIBRARY. -- The library board of directors shall make an annual report to the governing body of the city on the condition and operation of the library, including a financial statement. The directors shall also provide for the keeping of such records as shall be required by the Utah State Library in its request for an annual report from the public libraries, and shall submit such an annual report to the State Library.

37-2-7. DIRECTORS TO APPOINT LIBRARIAN AND OTHER PERSONNEL. -- The library board of directors shall appoint a competent person as librarian to have immediate charge of the library with such duties and compensation for his services as it shall fix and determine. The librarian shall act as the executive officer for the library board. The board shall appoint, upon the recommendation of the librarian, other personnel as needed.

37-2-8. DONATIONS OF MONEY OR PROPERTY. -- Any person desiring to make donations of money, personal property, or real estate for the benefit of such library shall have the right to vest the title to the money, personal property or real estate so donated, in the board of directors thereof, to be held and controlled by

such board, when accepted, according to the terms of the deed, gift, devise or bequest of such property; and as to such property the board shall be held and considered to be trustees.

37-2-9. AUTHORITY OF BOARDS, AGENCIES AND POLITICAL SUBDIVISIONS TO COOPERATE, MERGE, OR CONSOLIDATE. -- Boards of directors of city libraries, boards of directors of county libraries, boards of education, governing boards of other educational institutions, library agencies, and local political subdivisions are hereby empowered to cooperate, merge, or consolidate in providing library services.

37-2-10. CONSOLIDATION WITH COUNTY LIBRARY. -- When a city library consolidates with a county library, the city library board of directors shall convey all assets and trust funds to the county library board of directors and the city library shall cease operation.

37-3-1. TAX FOR ESTABLISHMENT AND MAINTENANCE OF PUBLIC LIBRARY -- LIBRARY FUND. -- County commissioners may establish and maintain a public library. For this purpose, counties may levy annually a tax not to exceed 3.75 mills on each dollar of assessed valuation on all taxable property in the county, outside of cities which maintain their own city library as authorized by Chapter 2, Title 37, Utah Code Annotated 1953, as amended. Said tax shall be in addition to all taxes levied by counties and shall not be limited by levy limitation imposed on counties by law. However, if bonds are hereafter issued for purchasing a site, constructing a building, or furnishing the same, then taxes sufficient for the payment of such bonds and the interest thereon may be levied. Such taxes shall be levied and collected in the same manner as other general taxes of the county and shall constitute a fund to be known as the county library fund.

37-3-2. LIBRARY BOARD OF DIRECTORS -- APPOINTMENT -- MEMBERSHIP -- PAYMENT OF EXPENSES. -- Upon the establishment of a county public library under the provisions of this act, the county commissioners shall appoint a library board of five directors chosen from the citizens of the county with reference to their fitness for such office. One member of the county commission shall be a member of such board. Directors shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from library funds.

37-3-3. LIBRARY BOARD OF DIRECTORS -- TERMS -- ELECTION OF OFFICERS -- REMOVAL -- VACANCIES. -- Directors shall be appointed for four year terms, or until their successors are appointed. Initially, appointments shall be made for one, two, three and four year terms, and one county commissioner for the term of his elected office. Annually thereafter, the county commissioners shall, before the first day of July of each year, appoint, for a four year term,

one director to take the place of the retiring director. Directors shall serve not more than two full terms in succession. Following such appointments, the directors shall meet and elect a chairman and such other officers, as they deem necessary, for one year terms. The county commissioners may remove any director for misconduct or neglect of duty. Vacancies in the board of directors, occasioned by removals, resignations, or otherwise, shall be filled for the unexpired terms in the same manner as original appointments.

37-3-4. LIBRARY FUND -- DEPOSITS AND DISBURSEMENTS -- GENERAL POWERS AND AUTHORITY OF DIRECTORS. -- The library board of directors may with the approval of the board of county commissioners have control of the expenditure of the library fund, of construction or lease of library buildings, and of the operation and care of the library. All tax monies received for such library shall be deposited in the county treasury to the credit of the library fund, and shall not be used for any purpose except that of the county library. Said funds shall be drawn upon by the authorized officers of the county upon presentation of the properly authenticated vouchers of the library board. All monies collected by the library shall be deposited to the credit of the library fund. The board may purchase or lease land, and lease or erect buildings, for the use of the library. The board shall be responsible for the maintenance and care of the library and shall establish policies for its operation, and, in general, carry out the spirit and intent of the provisions of this chapter.

37-3-5. DIRECTORS TO DETERMINE AND CERTIFY AMOUNT OF MONIES NECESSARY TO PROVIDE LIBRARY SERVICES -- LEVY OF TAX -- LIMIT ON LEVY. -- The library board of directors shall furnish to the county commission, in writing, and prior to the time required by law to levy county taxes, an estimate of the amount of

monies necessary to establish, equip and maintain the library, and to provide library services during [illegible] same; the board of county commissioners may thereafter, at the time and in the manner of levying other taxes, impose such levy; provided, that such levy shall not exceed in any one year, 3.75 mills on each dollar of all of the taxable property of the county.

37-3-6. RULES AND REGULATIONS -- USE OF LIBRARY TO BE FREE SUBJECT TO RULES. -- The library board of directors shall make and adopt rules and regulations, not inconsistent with law, for the governing of the library. Every library established under the provisions of this chapter shall be free to the use of the inhabitants of the area taxed for the support of said library, subject to the rules and regulations adopted by the board. The board may exclude from the use of the library any and all persons who shall willfully violate such rules. The board may extend the privileges and use of the library to persons residing outside of the said area upon such terms and conditions as it may prescribe by its regulations.

37-3-7. ANNUAL REPORTS TO COUNTY COMMISSION AND UTAH STATE LIBRARY -- The library board of directors shall make an annual report to the county commission on the condition and operation of the library, including a financial statement. The directors shall also provide for the keeping of such records as shall be required by the Utah State Library in its request for an annual report from the public libraries, and shall submit such an annual report to the Utah State Library.

37-3-8. DIRECTORS TO APPOINT LIBRARIAN AND OTHER PERSONNEL. -- The library board of directors shall appoint a competent person as librarian to have immediate charge of the library with such duties and compensation for his services as it shall fix and determine. The librarian shall act as the executive officer for the library. The board shall appoint, upon recommendation of the librarian, other personnel as needed.

37-3-9. DONATIONS OF MONEY OR PROPERTY. -- Any person desiring to make donations of money, personal property or real estate to the benefit of such library shall have the right to vest the title to the money, personal property or real estate so donated, in the board of directors thereof, to be held and controlled by such board, when accepted, according to the terms of the deed, gift, devise or bequest of such property; and as to such property the board shall be held and considered to be trustees.

37-3-10. AUTHORITY OF BOARDS, AGENCIES AND POLITICAL SUBDIVISIONS TO COOPERATE, MERGE OR CONSOLIDATE. -- Boards of directors of city libraries, boards of directors of county libraries, boards of education, governing boards of other educational institutions, library agencies, and local political subdivisions are hereby empowered to cooperate, merge, or consolidate in providing library services.